



Vessel Tutorial

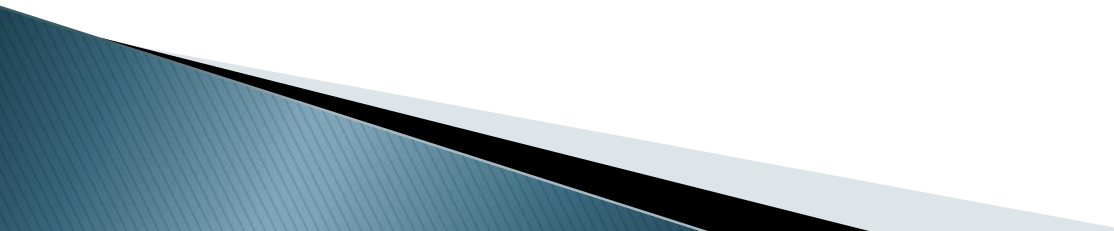
Contract Orders
Open Market
AO Responsibilities

Revised 07/12/2010

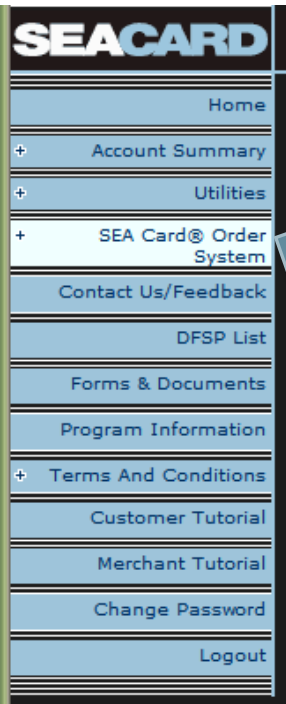
In This Tutorial

- Contract Orders
 - Create Order
 - Order Search
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 - Cancel Order
- Open Market
 - Create Request for Quote
 - RFQ Search
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Contract Orders

- Create Order
 - Port Search
 - Select Contract
 - Insert Order Details
 - Order Search
 - Update Order
 - Cancel Order
- 

Port Search Options



:: Port Search

Set as Default Screen

Port Search

Port Name	<input type="text"/>	Port City	<input type="text"/>
State / Province	-- Select One --	Country	-- Select One --
Contract Number	<input type="text"/>	Contract Fuel Type	-- Select One --
		CLIN	<input type="text"/>
		<input type="button" value="Search"/> <input type="button" value="Clear Form"/>	



Select "Port Search" from the SEA Card® Order System menu.

After search criteria is inserted, select the 'Search' button.

SEARCH BY	DETAILS
State/Province	Select from drop-down.
Port Name & City	<p>These fields are smart fields and not case sensitive. This allows you to enter search criteria in upper/lower case and to enter a partial port city name.</p> <p>When searching by port name, no results may come back as the port names are not always the city's name. The broader the search, the larger number of results that will return.</p>
Country	Select from drop-down.
Contract Fuel Type	It is recommended that at least one other factor is selected when searching by contract fuel type.
DESC Contract Number	The whole contract number or a few of the last digits of the number will bring up all ports with those numbers in their contract number.

Contract Selection

Port Search	
Port Name	NORFOLK
State / Province	Virginia
Contract Number	SP00102D0202
Port City	NORFOLK
Country	United States
Contract Fuel Type	-- Select One --
CLIN	
<input type="button" value="Search"/> <input type="button" value="Clear Form"/>	

Contract Location Search Results	
<div>  <div> Port Name NORFOLK State / Province Virginia Contractor HUGUENOT ENERGY LLC Ordering End Date (Port Local TZ) 04/30/2011 Physical Supplier Hunkers, LLC 100 East Princess Anne Rd. Norfolk, Virginia United States </div> <div> Port City NORFOLK Country United States Contract Number SP00102D0202 Delivery End Date (Port Local TZ) 04/30/2011 </div> </div>	
Product	Delivery Method
Commercial Marine Gas Oil (MGO)	Barge
Contract Contact Ed Griffin - progmgmt@airseacard.com	Min Qty 78825 US Gallon
	CLIN 58275
	National Stock Number 9140-01-313-7776
	Spec Clause C16.23-2/52.246-9FAQ
<div>  <div> Port Name NORFOLK State / Province Virginia Contractor PAPCO Ordering End Date (Port Local TZ) 01/01/2012 Physical Supplier Papco 4920 Southern Blvd Virginia Beach, Virginia United States </div> <div> Port City NORFOLK Country United States Contract Number SP060003D0085 Delivery End Date (Port Local TZ) 02/01/2012 </div> </div>	
Product	Delivery Method
Commercial Marine Gas Oil (MGO)	Barge
	Min Qty 20000 US Gallon
	CLIN 85575
	National Stock Number 9140-01-313-7776
	Spec Clause C16.23-2/52.246-9FAQ

When search results are displayed, select the shopping cart icon to create an order.

Insert Order Details



:: SEA Card® Order System

Notes Action Comments

Order Details

* Branch of Service -- Select One --

* Customer -- Select One --

* Card -- Select One --

* Mask Vessel

Order Date (Port Local Time)
(MM/DD/YYYY HH:MI) 06/24/2010 09:37

Delivery Date
(MM/DD/YYYY HH:MI)

Order Status -- Select One --

Husbanding Service Provider
Name

Husbanding Service Provider
Phone

Husbanding Service Provider
Fax

Vessel POC Name

Vessel POC Email

Vessel POC Phone

Contracting Officer Name

Contracting Officer Phone

Contracting Officer Email

Contracting Officer Fax

NOTE

- Users assigned to multiple vessels for ordering – insure the proper vessel, port, fuel and bunkering location are chosen. Some contracts offer more than one type of fuel and/or delivery method at a port.

The ordering officer (OO) will select their Branch of Service from the drop down list.



From the “Customer” drop down list, select the vessel name or “Generic Vessel” if the vessel’s name should not be seen by anyone.



The card information will auto populate with the vessel selection.



Select either YES or NO on Mask Vessel to mask the vessel name from the merchant.

Insert Order Details Cont.

Order Details

* Branch of Service

* Customer

* Card

* Mask Vessel

Order Date (Port Local Time) (MM/DD/YYYY HH:MI)

Delivery Date (MM/DD/YYYY HH:MI)

Order Status

Husbanding Service Provider Name

Husbanding Service Provider Phone

Husbanding Service Provider Fax

Vessel POC Name

Vessel POC Email

Vessel POC Phone

Contracting Officer Name

Contracting Officer Phone

Contracting Officer Email

Contracting Officer Fax

Comments/Requests

* CLIN

Product

Min Qty

* Quantity

Unit of Measure

Delivery Method

* denotes mandatory field

Select the calendar icon to chose desired delivery time and date (port local). Use the 24 hour clock when entering all times.



After a date and time have been selected, click on CLIN (Contract Line Item Number) and select the CLIN (from the drop down list) for your product.



When a CLIN is selected, the product name will display to the right. The CLIN information is displayed in the canvas below this one.



Once selected, the rest will auto populate (based on the CLIN and Contract) except for quantity.



After entering the quantity, select the Submit Order button.

Submitting the Order

ms DESC :: SEA Card® Order System

Notes Action Comments

Order Details

* Branch of Service

* Customer

* Card

* Mask Vessel

Order Date (Port Local Time) (MM/DD/YYYY HH:MI)

Delivery Date (MM/DD/YYYY HH:MI)

Order Status

Husbanding Service Provider Name

Husbanding Service Provider Phone

Husbanding Service Provider Fax

Vessel POC Name

Vessel POC Email

Vessel POC Phone

Contracting Officer Name

Contracting Officer Phone

Contracting Officer Email

Contracting Officer Fax

Comments/Requests

* CLIN

Product

Min Qty

* Quantity

Unit of Measure

Delivery Method

* denotes mandatory field

Submit Order Clear Form

The system will prompt you to verify that you want to create an order. Select 'OK' to submit the order or 'Cancel' if the order is not correct.

Once you have submitted the order, a message will appear letting you know the order was successfully submitted.

NOTE

- An email will be generated and sent from DoD-SCOMS® to the merchant letting them know an order has been placed.

Order Search

The screenshot shows the 'SEA CARD Order System : Customer Order Search' interface. On the left is a navigation menu with options: Home, Account Summary, Utilities, SEA Card® Order System (expanded), Port Search, Customer Quote Search, Customer Order Search (highlighted), Open Requisition Page, and Contact Us. The main area is titled 'Search Orders' and contains two columns of search criteria. The left column includes: Customer Quick Search, Branch of Service (dropdown), Customer (dropdown), DESC Order Ref #, Order Status (dropdown), Order Number, Country (dropdown), Transaction Type (dropdown), Contains Ancillary Charge (checkbox), Requisition Status (dropdown), and Search Range End Date (MM/DD/YYYY) with a calendar icon. The right column includes: Invoice Number, Contract Status (dropdown), Contract Number, Merchant Name, Port Name, State / Province, Order Date (MM/DD/YYYY), HH:MM, AO Pin Date (MM/DD/YYYY), Requested Delivery Date (MM/DD/YYYY), -- OR Search a Date Range, Search Range Start Date (MM/DD/YYYY), and a 'Search' button. A 'Clear Form' button is at the bottom right. Three callout boxes provide instructions: 1. 'To find orders placed, select "Customer Order Search" from the main menu.' with an arrow pointing to the menu item. 2. 'Select the Branch of Service and customer (vessel) to search.' with an arrow pointing to the 'Branch of Service' and 'Customer' dropdowns. 3. 'Select the "Search" button to execute the search.' with an arrow pointing to the 'Search' button.

SEACARD :: SEA Card Order System : Customer Order Search Set as Default Screen

Search Orders

Customer Quick Search

Branch of Service -- Select One --

Customer -- Select One --

DESC Order Ref #

Order Status -- Select One --

Order Number

Country -- Select One --

Transaction Type -- Select One --

Contains Ancillary Charge ☐

Requisition Status -- Select One --

Search Range End Date (MM/DD/YYYY)

Invoice Number

Contract Status -- Select One --

Contract Number

Merchant Name

Port Name

State / Province

Order Date (MM/DD/YYYY)

HH:MM

AO Pin Date (MM/DD/YYYY)

Requested Delivery Date (MM/DD/YYYY)

-- OR Search a Date Range

Search Range Start Date (MM/DD/YYYY)

NOTE

- It is possible to search by any or all of the above fields.
- You will only see orders based on branch of service and level of access.

Order Search Cont.

SEACARD

ms **DESC** :: SEA Card Order System : Customer Order Search Set as Default Screen

[Home](#)
[Account Summary](#)
[Utilities](#)
SEA Card® Order System
[Port Search](#)
[Customer Quote Search](#)
Customer Order Search
[Open Requisitions Page](#)
[Contact Us/Feedback](#)
[DFSP List](#)
[Forms & Documents](#)
[Program Information](#)
[Terms And Conditions](#)
[Customer Tutorial](#)
[Merchant Tutorial](#)
[Change Password](#)
[Logout](#)

Search Orders

Query Successful

Customer Quick Search

Branch of ServiceCoast GuardDoDAAC231854

CustomerUSCG OM Test Vessel 1Card789681****9879

DESC Order Ref #Invoice Number

Order StatusContract OrderContract Status-- Select One --

Order Number6626Contract NumberSP00102D0202

CLIN58275Merchant NameISO Bunkers, LLC

CityNORFOLKPort NameNORFOLK

CountryUnited StatesState / ProvinceVirginia

Transaction TypeContractOrder Date (MM/DD/YYYY HH:MI)06/24/2010

Contains Ancillary ChargeAO Pin Date (MM/DD/YYYY)

Requisition Status-- Select One --Requested Delivery Date (MM/DD/YYYY)06/25/2010

Search Range End Date (MM/DD/YYYY)-- OR Search a Date Range

Search Range Start Date (MM/DD/YYYY)

SearchClear

Search Results

Order Number	DESC Order Ref #	Branch of Service	CLIN	Port Name	Requested Delivery Date (MM/DD/YYYY)	Contract Number	Order Status
6626		Coast Guard	58275	NORFOLK	06/25/2010	SP00102D0202	Contract Order

To update, unmask, or cancel an order, select "Customer Order Search" from the main menu.

After performing a search select the "Select Order" (shopping cart) icon next to the desired order.

This will redirect you to the order page where updates can be made.

Updating an Order

ms **DESC** :: SEA Card® Order System

Notes Action Comments

Order Details

This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.

Cancel Order Update Order

Branch of Service

Customer

Card

Mask Vessel

Order ID Original Order ID

Order Date (Port Local Time) (MM/DD/YYYY HH:MI)

Delivery Date (MM/DD/YYYY HH:MI)

Order Status

Hull Number

Ordered By

Husbanding Service Provider Name

Husbanding Service Provider Phone

Husbanding Service Provider Fax

Vessel POC Name Contracting Officer Name

Vessel POC Email Contracting Officer Phone

Vessel POC Phone Contracting Officer Email

Contracting Officer Fax

Customer Requests/Notes

Supplier Requests/Notes

CLIN	Product	Min Qty	Quantity	Unit of Measure	Delivery Method
<input type="text" value="58275"/>	<input type="text" value="Commercial Marine Gas Oil (MGO)"/>	<input type="text" value="78825"/>	<input type="text" value="80000.00"/>	<input type="text" value="US Gallon"/>	<input type="text" value="Barge"/>

To update an order, select the button labeled Update Order. There are 3 data fields available for update: Delivery date, Delivery time, and Quantity.




If the changes required do not fall within those 3 fields, cancel and submit a new order that fits the needs of the mission.



You will be required to enter a comment explaining why the order has been updated.

Cancelling an Order

ms 

:: SEA Card® Order System

NotesAction Comments

Order Details

This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.

Cancel OrderUpdate Order

Branch of ServiceCoast Guard

CustomerTo Be Announced

CardTo Be Announced

Mask VesselYes

Order ID6627

Order Date (Port Local Time) (MM/DD/YYYY HH:MI)06/24/2010 13:05

Delivery Date (MM/DD/YYYY HH:MI)06/25/2010 08:00

Husbanding Service Provider Name

Husbanding Service Provider Phone

Husbanding Service Provider Fax

Vessel POC NameGrant Norton

Vessel POC Emailbeta-support@seacardsys.com

Vessel POC Phone4407769931471

Order StatusContract Order

Hull NumberTo Be Announced

Ordered ByTo Be Announced

Contracting Officer Name

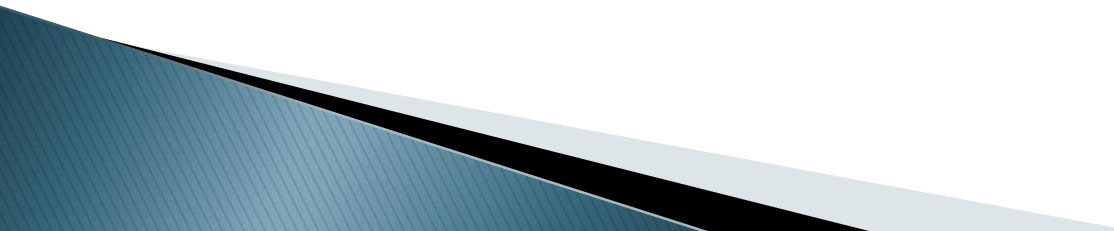
Contracting Officer Phone

Contracting Officer Email

Contracting Officer Fax

To cancel an order, select the 'Cancel Order' button. The system will prompt you to ask if you are sure you want to cancel the order. Select "OK" to confirm the action.

Open Market

- Create Request for Quote
 - RFQ Search
 - Close RFQ Window
 - Update RFQ
 - Cancel RFQ
 - Converting to Order
- 

Selecting a Port

SEACARD **ms DESC** : Port Search [Set as Default Screen](#)

Port Search

Port Name

State / Province

Contract Number

Port City

Country

Contract Fuel Type

CLIN

[Search](#)

Contract Location Search Results

No DESC SEA Card Contract Merchants Found at this Port.


[Click Here to View Open Market Locations](#)

Select 'Click Here to View Open Market Locations' to see the locations available for local purchase.

When a port search is performed and there are **no** contracts at that port but there are open market merchants, you will see a button that says 'Click Here to View Open Market Locations.'

Selecting a Port Cont.

Contract Location Search Results



Port Name "ANCHORAGE"

State/Province Alaska

Contractor SHORESIDE PETROLEUM INC.

Ordering End Date (Merchant TZ) 09/30/2012

Physical Supplier Sean's SEA Parent
8650 College Boulevard
Overland Park , Kansas
United States

Port City ANCHORAGE

Country United States

Contract Number SP060003D0099

Delivery End Date (Merchant TZ) 10/31/2012

Product	Delivery Method	Min Qty	CLIN	National Stock Number	Spec Clause
Diesel Fuel Grade 2 (DF2)	Tank Truck	20000 US Gallon	16575	9140013137776	C16.23-2/52.246-9FAQ
Contract Contact Doug Lechner - hparayena@multiservice.com Phone - 9072248040 Fax - 9072248040					
Bunker Location WITHIN PORT AREA					
Normal Operating Hours & Days for Orders/Deliveries 8-5 MON-SAT					
Hours & Days Outside of Normal Delivery CALL 907-224-8040 AFTER HOURS					
Overtime Rate NO OVERTIME CHARGE					
Notations 35' MAX DRAFT AND MEAN LOW TIDE					

Commercial Marine Gas Oil (MGO)

Pipeline

18000 US Gallon

20375

9140013137776

C16.23-2/52.246-9FAQ

Contract Contact Doug Lechner - hparayena@multiservice.com Phone - 9072248040 Fax - 9072248040

Normal Operating Hours & Days for Orders/Deliveries 8-5 MON-SAT

Hours & Days Outside of Normal Delivery CALL 907-224-8040 AFTER HOURS

Overtime Rate NO OVERTIME CHARGE

⏪ ⏩

Displaying records 1 - 1 of 1

⏪ ⏩

[Click Here to View Open Market Locations](#)

If there are contracts at the port and open market contract merchants, the contract merchants will appear in the search results and the 'Click Here to View Open Market Locations' link will appear at the bottom of the results canvas.

Selecting an Open Market Location

Set as Default Screen

Port Search

Port Name

State/Province

Contract Number

Port City

Country

Contract Fuel Type

CLIN

No DESC SEA Card Contract Merchants Found at this Port.

[Click Here to View Open Market Locations](#)

Open Market Location Search Results

	Port Name CORPUS CHRISTI	Port City CORPUS CHRISTI
	State/Province Texas	Country United States

Displaying records 1 - 1 of 1

After OM locations are displayed choose a port selecting the shopping cart icon.

Selecting an Open Market Location Cont.

The screenshot shows the MS DESC web application interface. At the top, there is a header bar with the MS DESC logo on the left and a 'Set as Default Screen' button on the right. Below the header is a 'Port Search' section with input fields for 'Port Name', 'Port City' (containing 'corpus'), 'State/Province' (a dropdown menu), and 'Contract Number'. A 'Microsoft Internet Explorer' dialog box is overlaid on the search form, displaying a question mark icon and the text: 'You are about to initiate an Open Market Transaction. Are you sure you want to continue?'. The dialog has 'OK' and 'Cancel' buttons. Below the search form, a message in red text states: 'No DESC SEA Card Contract Merchants Found at this Port.' Below this message is a blue button labeled 'Click Here to View Open Market Locations'. At the bottom, the 'Open Market Location Search Results' section shows a single result for 'CORPUS CHRISTI' in 'Texas', 'United States'. The result is displayed in a table-like format with columns for Port Name, Port City, State/Province, and Country. At the bottom of the results section, there are navigation buttons and a status bar indicating 'Displaying records 1 - 1 of 1'.

ms DESC

Set as Default Screen

Port Search

Port Name Port City

State/Province -- S

Contract Number

Microsoft Internet Explorer

? You are about to initiate an Open Market Transaction. Are you sure you want to continue?

OK Cancel

Contract Location Search Results

No DESC SEA Card Contract Merchants Found at this Port.

[Click Here to View Open Market Locations](#)

Open Market Location Search Results

	Port Name CORPUS CHRISTI	Port City CORPUS CHRISTI
	State/Province Texas	Country United States

Displaying records 1 - 1 of 1

The system will prompt you to acknowledge that you want to initiate an Open Market transaction. Select 'OK' to initiate the transaction and 'Cancel' to cancel.

Entering a Request For Quote

SEACARD

ms**DESC**

Home

Account Summary

Utilities

SEA Card® Order System

Port Search

Customer Quote Search

Customer Order Search

Open Requisitions Page

Contact Us/Feedback

DFSP List

Forms & Documents

Program Information

Terms And Conditions

Customer Tutorial

Merchant Tutorial

Change Password

Logout

Quote Request

Port Name MOBILE

State AL

Port City MOBILE

Country United States

Quote Details

* Branch of Service -- Select One --

* Customer -- Select One --

* Card -- Select One --

* Mask Vessel

Husbanding Service Provider Name

Husbanding Service Provider Phone

Husbanding Service Provider Fax

Husbanding Service Provider Email

Contracting Officer Name

Contracting Officer Phone

Contracting Officer Email

Comments/Requests

* Delivery Date

Port Local Time (MM/DD/YYYY HH:MI) America/Chicago

* Product -- Select One --

* Quantity

* Unit of Measure --

* Delivery Method --

* User Time (MM/DD/YYYY HH:MI) America/Chicago

* Quote Start Time

* Quote End Time

Current Date 06/23/2010 11:21 -5 GMT

Port Local Time (MM/DD/YYYY HH:MI) America/Chicago

Quote Start Time

Quote End Time

Current Date 06/23/2010 11:21 -5 GMT

Zulu(MM/DD/YYYY HH:MI GMT) Universal

Quote Start Time

Quote End Time

Current Date 06/23/2010 16:21

* denotes mandatory field

Create

Clear Form

Enter the RFQ details.

NOTE

- Required fields are indicated by a red asterisk (*). The other fields are optional.
- This process requires much of the same information as the contract order screen.

Entering a Request For Quote Cont.

NOTE

- The quote window must be at least one hour and not more than 30 days. All dates are based on Port Local time.

Quote Request

Port Name MOBILE
State AL
Country United States

Quote Details

* Branch of Service DON
* Customer Test 1
* Card 789681****

Husbanding Service Provider Name Super Shipping
Husbanding Service Provider Phone 3755551111
Husbanding Service Provider Fax
Husbanding Service Provider Email super@shipping.com
Contracting Officer Name Susan Smith
Contracting Officer Phone 7035551212
Contracting Officer Email contracting@officer.mil

* Delivery 06/24/2010 11:00 -5 GMT
Port Local Time (MM/DD/YYYY HH:MI) America/Chicago

* Product Commercial Marine Gas Oil (MGO) * Quantity 50000 * Unit of Measure US Gallon * Delivery Method Barge

* User Time (MM/DD/YYYY HH:MI) America/Chicago

* Quote Start Time 06/23/2010 11:28 -5 GMT * Quote End Time 06/23/2010 16:28 -5 GMT

Port Local Time (MM/DD/YYYY HH:MI) America/Chicago
Quote Start Time 06/23/2010 11:28 -5 GMT Quote End Time 06/23/2010 16:28 -5 GMT

Zulu(MM/DD/YYYY HH:MI GMT) Universal
Quote Start Time 06/23/2010 16:28 Quote End Time 06/23/2010 21:28

* denotes mandatory field

Current Date 06/23/2010 16:21

Create Clear Form

The available fuel products in the "Product" drop-down list are determined by Branch of Service.

When all required details are entered, select the 'Create' button.

Entering a Request For Quote Cont.

* Customer

* Card

Husbanding Service Provider Phone

Husbanding Service Provider Fax

Husbanding Service Provider Email

Contracting Officer Name

Contracting Officer Phone

Contracting Officer Email

* Mask Vessel

Comments/Requests

* Delivery Date

* Product

* User Time (MM/DD/YYYY HH:MI)

* Quote Start Time -5 GMT * Quote End Time -5 GMT Current Date -5 GMT

Windows Internet Explorer

?

You are about to initiate an Open Market Transaction. Are you sure you want to continue?

OK Cancel

A pop-up box will notify you that you are about to initiate an Open Market Transaction. Select 'OK' to initiate the transaction and 'Cancel' to cancel.

Entering a Request For Quote Cont.

You will see a message upon successful completion of the RFQ.

NOTE

- An email is generated by DoD-SCOMS® and sent to all participating merchants at that port.

Quote Request

Insert Successful

Port Name MOBILE
State AL
Port City MOBILE
Country United States

Quote Details

Your quote request has been successfully submitted.

Cancel Quote Request Update Quote Request Action Comments

Quote Request ID 3087
Branch of Service DON
Customer Test 1
Card 789681****3155
Ordered By TDK OO

Quote Request Status New
Husbanding Service Provider Name Super Shipping
Husbanding Service Provider Phone 375551111
Husbanding Service Provider Fax
Husbanding Service Provider Email super@shipping.com
Contracting Officer Name Susan Smith
Contracting Officer Phone 7035551212
Contracting Officer Email contracting@officer.mil

Mask Vessel No

Customer Requests/Notes
06/23/2010 11:36 - will anchor 1 mile out

Delivery Date 06/24/2010 11:00 -5 GMT
Port Local Time (MM/DD/YYYY HH:MI) America/Chicago

Product Commercial Marine Gas Oil (MGO) Quantity 50000.00 Unit of Measure US Gallon Delivery Method Barge

User Time (MM/DD/YYYY HH:MI) America/Chicago
Quote Start Time 06/23/2010 11:28 -5 GMT Quote End Time 06/23/2010 16:28 -5 GMT Current Date 06/23/2010 11:36 -5 GMT

Port Local Time (MM/DD/YYYY HH:MI) America/Chicago
Quote Start Time 06/23/2010 11:28 -5 GMT Quote End Time 06/23/2010 16:28 -5 GMT Current Date 06/23/2010 11:36 -5 GMT

Zulu(MM/DD/YYYY HH:MI GMT) Universal
Quote Start Time 06/23/2010 16:28 Quote End Time 06/23/2010 21:28 Current Date 06/23/2010 16:36

Documents Upload New File

File Name	File Type	Upload Date	Uploaded By	Status	Document Type	Description
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Quote Search

The screenshot shows the SEACARD web application interface. On the left is a navigation menu with links: Home, Account Summary, Utilities, SEA Card® Order System, Port Search, Customer Quote Search, Customer Order Search, Open Requisitions Page, Contact Us/Feedback, DFSP List, Forms & Documents, Program Information, Terms And Conditions, Customer Tutorial, Merchant Tutorial, Change Password, and Logout. The main content area is titled 'Quote Request' and includes a green checkmark icon with the text 'Insert Successful'. Below this, there's a section for 'Port City MOBILE' and 'Country United States'. A callout box points to the 'Customer Quote Search' link in the menu, stating: 'To find a quote select "Customer Quote Search" from main menu.' Another callout box points to the 'Cancel Quote Request' and 'Update Quote Request' buttons, stating: 'You can cancel or update quotes and view comments regarding the quote request.' The form contains several input fields: 'Branch of Service' (DON), 'Customer' (Test 1), 'Card' (789681****3155), 'Ordered By' (TDK OO), 'Quote Request Status' (New), 'Husbanding Service Provider Name' (Super Shipping), 'Husbanding Service Provider Phone' (3755551111), and 'Mask Vessel' (No). At the bottom, there's a section for 'Customer Requests/Notes'.

SEACARD **ms DESC**

Home
+ Account Summary
+ Utilities
- SEA Card® Order System
Port Search
Customer Quote Search
Customer Order Search
Open Requisitions Page
Contact Us/Feedback
DFSP List
Forms & Documents
Program Information
+ Terms And Conditions
Customer Tutorial
Merchant Tutorial
Change Password
Logout

Quote Request

Insert Successful

Port City MOBILE
Country United States

Cancel Quote Request Update Quote Request Action Comments

Quote Request Status New

Husbanding Service Provider Name Super Shipping

Husbanding Service Provider Phone 3755551111

Branch of Service DON

Customer Test 1

Card 789681****3155

Ordered By TDK OO

Mask Vessel No

Customer Requests/Notes

NOTE

- This feature works the same way as the Customer Order Search does.
- All update actions will result in a prompt to enter a reason for that action.

Close Window

SEACARD		MS DESC	
Home		Quote Request	
+ Account Summary		Port Name MOBILE	
+ Utilities		State AL	
- SEA Card® Order System		Port City MOBILE	
Port Search		Country United States	
Customer Quote Search		Quote Details	
Customer Order Search		Cancel Quote Request	
Open Requisitions Page		Close Quote Window	
Contact Us/Feedback		Update Quote Request	
DFSP List		Action Comments	
Forms & Documents		Quote Request ID <input type="text" value="3088"/>	
Program Information		Quote Request Status <input type="text" value="Quote Window Open"/>	
+ Terms And Conditions		Branch of Service <input type="text" value="DON"/>	
Customer Tutorial		Customer <input type="text" value="USS Gettysburg"/>	
Merchant Tutorial		Card <input type="text" value="789681****3445"/>	
Change Password		Ordered By <input type="text" value="TDK AO"/>	
		Husbanding Service Provider Name <input type="text" value="Super Shipping"/>	
		Husbanding Service Provider Phone <input type="text" value="3755551111"/>	
		Husbanding Service Provider Fax <input type="text" value=""/>	
		Husbanding Service Provider Email <input type="text" value="super@shipping.com"/>	
		Contracting Officer Name <input type="text" value="Susan Smith"/>	
		Contracting Officer Phone <input type="text" value="7035551212"/>	
		Contracting Officer Email <input type="text" value="contracting@officer.mil"/>	

If you close a quote window, you can reopen it as long as the quote request has not already been converted to an order. In the closed "Quote Details" screen, you will see a 'Reopen Quote Window' button to click if you wish to reopen a quote request that is closed.

NOTE

- When a merchant responds to the Request for Quote, you will receive an email indicating a merchant has placed a quote or an official no quote.

Selecting a Quote for Order

Customer Quote Comments




Merchant Quote Comments

NOTE: In accordance with the Federal Acquisition Regulation, Trade Agreement Act, please provide the following information in the Merchant Quote Comments: the country of origin for the fuel being provided, DUNS number, and itemized pricing for any transportation cost, taxes and/or custom duty fees included in the quote unit price. Additionally, please provide hours of operation and itemized pricing for any demurrage/detention and overtime.

02/19/2009 15:58 - I do not wish to quote this business.

Select the icon to the left of the Quote ID to view merchant's quote and fuel quality information.

The symbol next to the product is shown when the merchant's submitted quote differs from the vessel's quote request.

Quote ID	Quote Status	Merchant Name	Delivery Date (MM/DD/YYYY HH:MI)	Product	Quantity	Unit Price (USD)
 2308	No Quote	OMS Merchant in CC				
 2306	Active	Difco Inc	03/01/2009 08:00	† Bunker Fuel Naval Distillate (B76)	20000.00	450.000000
 2307	Active	Fifth Merchant	† 03/01/2009 09:00	Commercial Marine Gas Oil (MGO)	20000.00	475.000000

On this screen you will see quotes that have been made by all responding merchants. This function can only be performed by a contracting officer.

NOTE

- This function can only be performed by a contracting officer.

Selecting a Quote for Order Cont.

Quote Information

Update Waiver Status

Quote Request ID

2756

Merchant Name

Difco Inc

Delivery Date (MM/DD/YYYY
HH:MI)

03/01/2009 08:00

Quote ID

2306

Quote Status

Active

Waiver Status

-- Select One --

Open Market Waiver Logic Diagram

Set Aside

No

Women Owned

No

Small Disadvantaged

No

Set Aside

No

Small Business

No

Hubzone Small Business

No

Service Disabled Veteran-Owned

No

† Product

Bunker Fuel Naval Distillate (B76)

Quantity

20000.00

Unit of Measure

Metric Ton

† Delivery Method

Marine Service Station

Unit Price (USD)

450.000000

† denotes field that is different from original quote request

Does fuel meet MGO(NPD) Specification?

Yes

Service

I ag

NOTE

- If the fuel does not meet specifications and the vessel is a DON vessel, they will not be required to update the waiver status. See Vessel Manual for more detailed instructions regarding the waiver process.

After viewing the quote details from the quote information section select the “Select Quote for Order” button to create an order from the quote.

Selecting a Quote for Order Cont.

Quote Request

Port Name CORPUS CHRISTI
State TX
Port City CORPUS CHRISTI
Country United States

Quote Details

The quote was converted to an order.

		Action Comments
Quote Request ID	2756	Added to Order
Branch of Service	DON	
Customer	Navy OM Test	
Card	*****4050	
Mask Vessel	No	
Order ID	6155	
Husbanding Service		
Provider Fax		
Ordered By		

There is now an Order ID and a 'View In Customer Order Screen' button.

Customer Requests/Notes
02/19/2009 15:52 - reopen quote window

Delivery Date 03/01/2009 08:00 -6 GMT
Port Local Time (MM/DD/YYYY HH:MI) America/Chicago

Product	Quantity	Unit of Measure	Delivery Method
Commercial Marine Gas Oil (MGO)	20000.00	Metric Ton	Barge

Update Open Market Order

Open Market Contract

Contract Information

Contract Number Award Date
Contract Status Signed Date

Merchant Information:

Name
Cage Code
DUNS

Contracting Officer Information:

Name
E-mail
Phone
Fax

Award Information

	Delivery Date/Time	Product Description	Quantity	UOM	Delivery Method	Unit Price (USD)
Mod ID 0	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2000.00	Metric Ton	Barge	303.000000

Order Details

This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.

Branch of Service
Customer
Card
Mask Vessel

Order ID Original Order ID
Order Date (Port Local Time) (MM/DD/YYYY HH:MI)
Delivery Date (MM/DD/YYYY HH:MI)
Service/Department Contract Number
Order Status
Hull Number
Ordered By
Husbanding Service Provider Name
Husbanding Service Provider Phone
Husbanding Service Provider Fax
Vessel POC Name
Vessel POC Email
Vessel POC Phone

Once the order has been accepted by the merchant, the 'Open Market Contract' canvas is displayed.

The 'Award Information' canvas displays the agreed upon contract details.

NOTE

- The 'Open Market Contract' canvas can only be updated by a Contracting Officer.
- Ordering Officer's can submit an update order or cancellation request to the merchant.

Update Open Market Order Cont.

Once 'Update' is selected the Delivery Date and/or Quantity fields can be updated.



Comments are required for any updates.



A pop-up box will notify you that you have modified the existing order. Select 'OK' to continue.

* Card
* Mask Vessel

Order ID Original Order ID
Order Date (Port Local Time) (MM/DD/YYYY HH:MI)
Delivery Date (MM/DD/YYYY HH:MI)
Service/Department Contract Number
Order Status
Hull Number
Ordered By
Husbanding Service Provider Name
Husbanding Service Provider Phone
Husbanding Service Provider Fax
Vessel POC Name

Windows Internet Explorer [X]
? You have modified an existing order. If the merchant has already made specific fueling arrangements you may be subjected to an ancillary charge. Please contact the merchant so they are aware of the modification and can work out any additional details if necessary. Remaining Time to Delivery : 356 hrs 49 mins 57 secs
[OK] [Cancel]

Supplier Requests/Notes
12-JUL-2010 - Accepted for Delivery by Supplier
12-JUL-2010 - Test Comments

* Comments/Requests

Product * Quantity Unit of Measure Unit Price (USD) Delivery Method
+ Commercial Marine Gas Oil (MGO) + 2000.00 + Metric Ton + 303.000000 + Barge
+ This information is from the current awarded details
* denotes mandatory field

[Update Order] [Clear Form]

Documents [Upload New File]

File Name	File Type	Upload Date	Uploaded By	Status	Document Type	Description
-----------	-----------	-------------	-------------	--------	---------------	-------------

Update Open Market Order Cont.

Husbanding Service Provider Fax	<input type="text"/>			
Vessel POC Name	<input type="text" value="anl.seahl6 don"/>			
Vessel POC Email	<input type="text" value="progmgmt@airseacard.com"/>			
Vessel POC Phone	<input type="text" value="5155253669"/>			
Customer Requests/Notes	<div>12-JUL-2010 - Adding 500 Tons to order.</div>			
Supplier Requests/Notes	<div>12-JUL-2010 - Adding 500 Tons to order.</div>			

Any requested changes will be outlined in blue.

Product	Quantity	Unit of Measure	Unit Price (USD)	Delivery Method
<input type="text" value="Commercial Marine Gas Oil (MGO)"/>	<input type="text" value="2500.00"/>	<input type="text" value="Metric Ton"/>	<input type="text" value="303.000000"/>	<input type="text" value="Barge"/>
+ Commercial Marine Gas Oil (MGO)	+ 2000.00	+ Metric Ton	+ 303.000000	+ Barge
+ This information is from the current awarded details				

Documents						Upload New File
File Name	File Type	Upload Date	Uploaded By	Status	Document Type	Description

The merchant has three choices.

1. Accept the changes at the awarded PPU
2. Decline the changes
3. Submit a counteroffer

Update Open Market Order Cont.

Open Market Contract						
Contract Information						
Contract Number		SP006012345		Award Date		07/12/2010
Contract Status		Awarded		Signed Date		07/12/2010
Merchant Information:			Contracting Officer Information:			
Name		Financial Controls Merchant		Name		Anya Langford
Cage Code		17896		E-mail		anlangford@multiservice.com
DUNS		Duns12345		Phone		
				Fax		
Award Information						
	Delivery Date/Time	Product Description	Quantity	UOM	Delivery Method	Unit Price (USD)
Mod ID 1	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2500.00	Metric Ton	Barge	303.000000
Mod ID 0	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2000.00	Metric Ton	Barge	303.000000
Order Details						
This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.						
				Cancel Order Update Order		
Branch of Service		DON				
Customer		Orange Vessel				
Card		789681****7871				
Mask Vessel		No				
Order ID		6633				
Original Order ID						
Order Date (Port Local Time) (MM/DD/YYYY HH:MI)		07/12/2010 08:38				
Delivery Date (MM/DD/YYYY HH:MI)		07/27/2010 08:35				
Service/Department Contract						
Ord						

If the merchant accepts the requested changes at the awarded PPU, the OM Contract Awarded information will be modified, and the order will be ready for fulfillment.

Update Open Market Order Cont.

Open Market Contract						
Contract Information						
Contract Number		SP006012345		Award Date		07/12/2010
Contract Status		Pending Contracting Officer Decision		Signed Date		07/12/2010
Merchant Information:			Contracting Officer Information:			
Name		Financial Controls Merchant		Name		Anya Langford
Cage Code		17896		E-mail		anlangford@multiservice.com
DUNS		Duns12345		Phone		
				Fax		
Award Information						
	Delivery Date/Time	Product Description	Quantity	UOM	Delivery Method	Unit Price (USD)
Mod ID 1	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2500.00	Metric Ton	Barge	303.000000
Mod ID 0	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2000.00	Metric Ton	Barge	303.000000
Order Details						
<p>i The merchant has declined the requested order modification. The contracting officer may either revert the order back to the awarded details or cancel the order. The requested modifications are highlighted in blue.</p> <p>This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.</p>						
Branch of Service		DON				
Customer		Orange Vessel				
Card		789681****7871				
Mask Vessel		No				
Order ID		6633				
Order Date (Port Local Time) (MM/DD/YYYY HH:MI)		07/12/2010 08:38				
Delivery Date (MM/DD/YYYY HH:MI)		07/27/2010 08:35				
Original Order		Service/Department Contract Number				
Order Status						

If the merchant declines the requested changes the Contracting Officer has a choice of either keeping the awarded details or cancelling the order.

Update Open Market Order Cont.

Open Market Contract

Update Contract

Contract Information

Contract Number: SP006012345
Contract Status: Pending Contracting Officer Decision
Award Date: 07/12/2010
Signed Date: 07/12/2010

Merchant Information:
Name: Financial Controls Merchant
Cage Code: 17896
DUNS: Duns12345

Contracting Officer Information:
Name: Anya Langford
E-mail: anlangford@multiservice.com
Phone:
Fax:

Award Information

	Delivery Date/Time	Product Description	Quantity	UOM	Delivery Method	Unit Price (USD)
Mod ID 1	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2500.00	Metric Ton	Barge	303.000000
Mod ID 0	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2000.00	Metric Ton	Barge	303.000000

Windows Internet Explorer

?

You are about to revert the order details back to the current awarded details. This will undo any requested updates or counteroffers that have not been approved. Are you sure you want to proceed?

OK Cancel

Card: 789681****7871

Mask Vessel: No

Order ID: 6633

Order Date (Port Local Time) (MM/DD/YYYY HH:MI): 07/12/2010 08:38

Delivery Date (MM/DD/YYYY HH:MI): 07/27/2010 08:35

Original Order ID: []

Service/Department Contract Number: []

Order Status: []

Reverting the order back to the current awarded details will remove the last requested update and keep the order at the awarded amounts.

Update Open Market Order Cont.

Contract Information
Contract Number Award Date
Contract Status Signed Date

Merchant Information:
Name
Cage Code
DUNS

Contracting Officer Information:
Name
E-mail
Phone
Fax

Award Information

	Delivery Date/Time	Product Description	Quantity	UOM	Delivery Method	Unit Price (USD)
Mod ID 1	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2500.00	Metric Ton	Barge	303.000000
Mod ID 0	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2000.00	Metric Ton	Barge	303.000000

Order Details

This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.

Branch of Service

Any merchant changes will be outlined in blue.

Order ID

Order Date (Port Local Time) (MM/DD/YYYY HH:MI)

Delivery Date (MM/DD/YYYY HH:MI)

Original Order ID

Service/Department Contract Number

Order Status

If the merchant counteroffers, the Contracting Officer can:

Cancel Order
Accept Counteroffer
Revert to Awarded Details

Update Open Market Order Cont.

Award Information						
	Delivery Date/Time	Product Description	Quantity	UOM	Delivery Method	Unit Price (USD)
Mod ID 2	07/28/2010 08:35	Commercial Marine Gas Oil (MGO)	3500.00	Metric Ton	Barge	353.000000
Mod ID 1	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2500.00	Metric Ton	Barge	303.000000
Mod ID 0	07/27/2010 08:35	Commercial Marine Gas Oil (MGO)	2000.00	Metric Ton	Barge	303.000000

Order Details	
The status of your fuel request has been successfully updated. The SEA Card Merchant will be notified immediately.	
Branch of Service	<input type="text" value="DON"/>
Customer	<input type="text" value="Orange Vessel"/>
Card	<input type="text" value="789681****7871"/>
Mask Vessel	<input type="text" value="No"/>
Order ID	<input type="text" value="6633"/>
Original Order ID	<input type="text"/>
Order Date (Port Local Time) (MM/DD/YYYY HH:MI)	<input type="text" value="07/12/2010 08:38"/>
Service/Department Contract Number	<input type="text" value="SP006012345"/>
Delivery Date (MM/DD/YYYY HH:MI)	<input type="text" value="07/28/2010 08:35"/>
Order Status	<input type="text" value="System Verification in Progress"/>
Hull Number	<input type="text" value="10440303"/>
Husbanding Service Provider Name	<input type="text"/>
Ordered By	<input type="text" value="Anya Langford"/>
Husbanding Service Provider Phone	<input type="text"/>
Counteroffer Accepted By	<input type="text" value="anl.seahl6 don"/>
Husbanding Service Provider Fax	<input type="text"/>
Vessel POC Name	<input type="text" value="anl.seahl6 don"/>
Vessel POC Email	<input type="text" value="progmgmt@airseacard.com"/>
Vessel POC Phone	<input type="text" value="5155253669"/>

If the Contracting Officer accepts the counteroffer the 'Awarded Information' canvas will be modified to display the new agreed upon details.

Order Cancellation

Order Details

This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.

Branch of Service

Customer

Card

Mask Vessel

Order ID

Original Order ID

Order Date (Port Local Time) (MM/DD/YYYY HH:MI)


Service/Department Contract Number

Delivery Date (MM/DD/YYYY HH:MI)

Order Status

Hull Number

Windows Internet Explorer

 You are about to cancel an order. If the merchant has already made specific fueling arrangements you may be subjected to an ancillary charge. Please contact the merchant so they are aware the order has been canceled and can work out any additional details if necessary. Remaining Time to Delivery : 46 hrs 30 mins 54 secs

Select 'OK' to continue the cancellation or 'Cancel' to leave the order as is.

Order Cancellation Cont.

Order Details

The status of your fuel request has been successfully updated. The SEA Card Merchant will be notified immediately.

Branch of Service

Customer

Card

Mask Vessel

Order ID

Order Date (Port Local Time) (MM/DD/YYYY HH:MI)

Delivery Date (MM/DD/YYYY HH:MI)

Original Order ID

Service/Department Contract Number

Order Status

Hull Number

After the comment has been entered the Order Status will update to "Pending Cancellation."

Explorer User Prompt

Script Prompt:

Please provide information on why this order is being cancelled.

OK

Cancel

You will be prompted to enter a comment for the cancellation.

NOTE

- The selected merchant for the order will need to log in and confirm the cancellation request.

Order Cancellation Cont.

Search Orders

Action Comments **Action Emails**

Customer Quick Search

Branch of Service ▼

Customer ▼

DESC Order Ref #

Order Status ▼

Order Number

CLIN

City

Country

Transaction Type

DoDAAC

Card ▼

Invoice Number


Contract Status ▼


Contract Number

Contract Name

Contract Location

Contract State ▼

Contract Start Date 

Contract End Date 

If the cancellation request was submitted by an ordering official the contracting officer will need to confirm the cancellation.

Order Cancellation Cont.

Order Details

This page is for **To complete the cancellation the contracting officer will select the 'Acknowledge Cancellation' button at the top of the order screen.** **no action is necessary.**

Card | 789681****0699

Windows Internet Explorer

Upon acknowledgement of the cancellation of this order, contractor has thirty days to submit all ancillary charges to the Warranted Ordering Officer.

OK Cancel

Delivery Date (MM/DD/YYYY HH:MI) 07/01/2010 08:01

Order Status Pending Cancellation

Hull Number SSB-001

Acknowledge Cancellation

Upon selecting 'OK' in the confirmation pop-up the order status will update to "Awaiting Ancillary Charges."

A thirty day window for any applicable ancillary charges will be available after the cancellation has been acknowledged. This completes the open market cancellation process.

AO Responsibilities

- View Open Requisitions
- Approve Requisitions
 - Fuel
 - Ancillary Charges
- Disputing Requisitions

Open Requisitions



:: SEA Card@ Order System : Open Requisitions Page

Set as Default Screen

Requisition Summary

Days Since Fulfillment Details Entered by Merchant

0-5 Days

6-15 Days

16-30 Days

31+ Days

All Open

Disputed

Disputed



Select the button that describes the date range of requisitions you wish to view.

The open requisitions page allows you to see the requisitions within your hierarchy that are open based on the number of days since the merchant has entered fulfillment details or if the fulfillment details are in dispute.

Open Requisitions Cont.

SEACARD

- Home
- Account Summary
- Utilities
- SEA Card® Order System
 - Port Search
 - Customer Quote Search
 - Customer Order Search
 - Open Requisitions Page**
 - AO Pin Page
- Contact Us/Feedback
- DFSP List
- Forms & Documents
- Program Information
- Terms And Conditions
- Customer Tutorial
- Merchant Tutorial
- Change Password
- Logout



SEA Card® Order System : Open Requisitions Page

Set as Default Screen

Requisition Summary

Days Since Fulfillment Details Entered by Merchant

[0-5 Days](#)
[6-15 Days](#)
[16-30 Days](#)
[31+ Days](#)
[All Open](#)

Disputed

[Disputed](#)

Requisition Review

Please review outstanding requisitions to ensure prompt pay is achieved.

Order ID		Vessel Name	Port City	Delivery End Date	Invoice Number	Quote Request ID	AO Assigned to vessel	
 6149	Attachments	Vessel 1	NAPLES	02/21/2009	4456669	2759	AO List	Action Comments
 6151	Attachments	Vessel 2	DURBAN	02/20/2009	885236441	2761	AO List	Action Comments



 Displaying records 1 - 2 of 2
 


SELECT	DESCRIPTION
Order ID down arrow	View more specific order information
Order ID	Go to the order screen
Attachments button	View attachments for that order
Quote Request ID	View the quote request it originated from (if an open market order)
AO List button	View all AO's attached to this vessel
Action Comments button	View the comments

Notification Email

From: progmgmt-request@airseacard.com on behalf of support-beta@airseacard.com
To: Airsea Support
Cc:
Subject: SEACard OMS [BETA] - Requisition Created and Ready for Approval -Order ID 5947 For Vessel MSC 1

Sent: Tue 8/5/2008 5:03 PM

Requisition Number: 12364581996500
DESC Reference Order #: Not applicable
Delivery Start Time: 07/17/2008 16:03:00
Delivery End Time: 07/17/2008 16:30:00
Invoice Received Date: 07/17/2008 16:47:42
Invoice Number: 525252
DRN Number: 1234
Merchant Name: Houston Merchant 1
Contract Number: Not applicable

Product: Bunker Fuel Naval Distillate (B76)
Quantity: 50000 US Gallon
Standard Unit Price: 3.150000
Total Obligation Amount: 157500.00
Delivery Method: Marine Service Station
CLIN: Not applicable

https://www.beta.seacardsys.com/cgi-bin/index.cgi?REDIRECT_ID=125372

This email is intended solely for the use of the addressee and may contain information that is confidential, proprietary, or both.
If you receive this email in error please immediately notify the sender and delete the email.

The Authorizing Official (AO) for the vessel ordering/purchasing the fuel will receive an email. The subject line will indicate "Requisition Created and Ready for Approval."

When the AO associated with this vessel selects the link it will take them to the DoD-SCOMS® home page for login.

Approving a Requisition

SEACARD

- Home
- Account Summary
- Account Services
- Utilities
- SEA Card® Order System**
- Contact Us/Feedback
- DFSP List
- Forms & Documents
- Program Information
- Terms And Conditions
- Customer Tutorial
- Merchant Tutorial
- Change Password
- Logout

ms DESC :: SEA Card Order System : Customer Order Search Set as Default Screen

Search Orders

Customer Quick Search	<input type="text"/>	DoDAAC	<input type="text"/>
Branch of Service	-- Select One --	Card	-- Select One --
Customer	-- Select One --	Invoice Number	<input type="text"/>
DESC Order Ref #	<input type="text"/>	Contract Status	-- Select One --
Order Status	-- Select One --	Contract Number	<input type="text"/>
Order Number	<input type="text"/>	Merchant Name	<input type="text"/>
CLIN	<input type="text"/>	Port Name	<input type="text"/>
City	<input type="text"/>	State / Province	-- Select One --
Country	-- Select One --	Order Date (MM/DD/YYYY HH:MI)	<input type="text"/>
Transaction Type	-- Select One --	AO Pin Date (MM/DD/YYYY)	<input type="text"/>
Contains Ancillary Charge	<input type="checkbox"/>	Requested Delivery	<input type="text"/>
Requisition Stat			
Search Range Er			
Date (MM/DD/YYYY)			

After the AO logs in, if the link is used, they are automatically directed to the order referenced in the email. The AO can also go to the website to sign in and select the SEA Card® Order System menu item. Then select the Customer Order Search option as it appears to the left. Follow the information previously described in this tutorial for searching DoD-SCOMS® via menu use/manually.

Approving a Requisition Cont.

SEACARD **ms DESC** :: SEA Card® Order System : AO Pin Page

Home
Account Summary
Account Services
Utilities
SEA Card® Order System
Port Search
Customer Quote Search
Customer Order Search
Open Requisitions Page
AO Pin Page
Contact Us/Feedback
DFSP List
Forms & Documents
Program Information
Terms And Conditions

AO Pin Page

NOTE: ACTION REQUIRED - PLEASE REVIEW OUTSTANDING ORDERS

Order ID	Vessel Name	Port City	Delivery Start Time (MM/DD/YYYY HH:MI)	Delivery End Time (MM/DD/YYYY HH:MI)	DRN Number
6627	USCGC BOBSYOURUNCLE	NORFOLK	06/24/2010 13:05:00	06/24/2010 15:00:00	951753

Fuel **Approve/Download** **Approve** **Dispute**

Requisition Status Open

Requisition Number	Total Obligation Amount	Quantity	Product
ABA1210175SE00	232,645.00 USD	80500 US Gallon	Commercial Marine Gas Oil (MGO)

Ancillary **Approve/Download**

Requisition Status Open

Requisition Number	Quantity
ABA1210175SE01	10 Hour

Selecting 'Approve/Download' will redirect to a different page where a window will pop up and present a link labeled 'Download File' that will allow you to download the DD1155/SF1449 for this requisition.

Selecting 'Approve' will approve the order and return you to the AO PIN page without downloading the DD1155/SF1449 for this requisition.

Port City	Delivery Start Time (MM/DD/YYYY HH:MI)	Delivery End Time (MM/DD/YYYY HH:MI)	DRN Number
BEAU	06/24/2010 10:00:00	06/24/2010 11:00:00	33695

Approve **Dispute**

Approving a Requisition Cont.

SEACARD
Home
+ Account Summary
+ Utilities
- SEA Card Order System
Port Search
Customer Quote Search
Customer Order Search
AO Pin Page
Contact Us/Feedback
DFSP List
Forms & Documents
Program Information
+ Terms And Conditions
Customer Tutorial
Merchant Tutorial
Change Password
Logout

ms DESC :: SEA Card Order System : AO Pin Page
This is the AO Pin page.
Set as Default Screen

AO Pin Page
NOTE: ACTION REQUIRED - PLEASE REVIEW OUTSTANDING ORDERS

Order ID	Vessel Name	Port City	Delivery Start Time (MM/DD/YYYY HH:MI)	Delivery End Time (MM/DD/YYYY HH:MI)	DRN Number
<u>5521</u>	MSC 1	AUGUSTA BAY SICILY	02/21/2008 18:30:00	02/21/2008 20:15:00	1

Ancillary Approve/Download Approve Disputed on 02/21/2008 13:55 View Release Language

Requisition Number	Quantity	Unit Price	Total Product Cost	Product
123645805265			00 USD	Overtime Fee

Order ID	Vessel Name	Delivery End Time (MM/DD/YYYY HH:MI)	DRN Number
<u>5644</u>	Fuel	03/22/2008 12:00:00	321-7

Fuel
Requisition Number V2162480815601 **51,870.00 USD** 19000 US Gallon Diesel Fuel Grade 2 (DF2)

Ancillary Approve/Download Approve Dispute View Release Language

Requisition Number	Quantity	Unit Price	Total Product Cost	Product
V2162480816900	1.5 Hour	150.000000	225.00 USD	Overtime Fee

Select the Order ID to view the order, to view any release language associated with ancillary charges, approve and/or dispute requisitions.

This page is designed to allow accountable officials to complete and consolidate visibility of all open orders for vessels they are responsible for.

Approving a Requisition Cont.

SEACARD
[Home](#)
[Account Summary](#)
[Utilities](#)
[SEA Card® Order System](#)
[Port Search](#)
[Customer Quote Search](#)
[Customer Order Search](#)
[Open Requisitions Page](#)
[AO Pin Page](#)
[Contact Us/Feedback](#)
[DFSP List](#)
[Forms & Documents](#)
[Program Information](#)
[Terms And Conditions](#)
[Customer Tutorial](#)
[Merchant Tutorial](#)
[Change Password](#)
[Logout](#)

MS DESC :: SEA Card® Order System
Order Request Information

Order ID	6154	Quote ID	
DESC Order Ref #	USCG OM Test Vessel 1	Service/Department Contract Number	123456
Vessel Name	USCG 1	Hull Number	Tabatha Kirke
Ordered By	TDK OO	Alternate	tdkirke@multiservice.com
Ord. Email	tdkirke@multiservice.com	Alt. Email	111111111
Ord. Phone		Alt. Phone	
Husbanding Service Provider Name	NORFOLK	Port City	NORFOLK
Port Name	Virginia	Country	United States
Physical Supplier	ISO Bunkers, LLC 2801 S. Military Highway Chesapeake, Virginia United States	Contract Number	SP00102D0202
Order Date (MM/DD/YYYY HH:MI)	02/19/2009 15:36	Order Status	Fulfilled - Waiting for Approval
Delivery Date (MM/DD/YYYY HH:MI)	02/20/2009 12:00		

Customer Requests/Notes
Supplier Request
19-FEB-2009 -
Product
Commercial

Order Fulfillment

Order Date (MM/DD/YYYY HH:MI)	02/19/2009 15:37:00	Delivery End Time (MM/DD/YYYY HH:MI)	02/19/2009 16:15:00
Supplier Order #	33654	Invoice Number	6974563
Invoice Number	6974563		

[Approve Requisition](#)
[Dispute Requisition](#)

Requisition Number	2318549050SE00	Total Obligation Amount	204,800.00 USD	Requisition Total	280,000.00 USD	Invoice Received (Port Local Time)	02/19/2009
---------------------------	----------------	--------------------------------	----------------	--------------------------	----------------	---	------------

Attention AO's - You must disregard the Requisition Total. The Total Obligation Amount is the amount to be entered on your document register. This amount is the MILSBILLS Process.
*Note: The Total Obligation (delivered) * Applicab*

When the AO verifies fulfillment details and agrees with the data entered by the merchant, they will select "Approve Requisition".

The Total Fuel Obligation Amount for the vessel is in red lettering.

If the fulfillment details are not correct, the AO can select "Dispute Requisition".

Approving a Requisition Cont.

Order Fulfillment

Action Comments

Delivery Start Time (MM/DD/YYYY HH:MI) Delivery End Time (MM/DD/YYYY HH:MI)

Supplier Order # DRN Number

Invoice Number

Requisition **Open**

Requisition Number
2318549050SE00

Product
CLIN Prod
58275 Com
Dyed? Del
Y

DESC Standard Price

Microsoft Internet Explorer

? You are about to approve this order. Are you sure you wish to continue?

OK Cancel

The page at <https://www.beta.seacardsys.com> says:

? I hereby certify that I have read Volume 5, Chapter 13 of the DoD Financial Management Regulations "Accountable Officials and Certifying Officers". I fully understand my role and responsibilities as an Accountable Official and Certifying Official under the U.S. Government SEA Card Program. I understand when authorizing payments under the SEA Card Program I am pecuniarily liable for erroneous payments resulting from the negligent performance of my responsibilities.

OK Cancel

Invoice Received (Port Local Time)
02/19/2009

Non-DoD

DoD

The system will prompt the AO to verify that they want to approve the fuel portion of the order. Ancillary charges are handled with a separate requisition number and separate abilities to Accept or Dispute the charges.

Approving Ancillary Charges

Ancillary charges can occur for different reasons.

	ALLOWABLE ANCILLARY CHARGES
Contract Lifts	Demurrage, Overtime and Backhaul. All other ancillary charges not permitted under the DESC Contract must be handled directly with the DESC Bunker Contracting Officer.
Open Market Lifts	Boom fee, backhaul, pump back, fuel surcharge, wharfage, laytime, demurrage and overtime. These may be added to the transaction.

If there are ancillary charges, the AO will be required to act on them as they did the fuel portion of the order.

Approving Ancillary Charges Cont.

Order Fulfillment

Notes	Action	Comments	Action	Emails
Delivery Start Time (MM/DD/YYYY HH:MI) <input type="text" value="06/24/2010 13:05:00"/>				
Delivery End Time (MM/DD/YYYY HH:MI) <input type="text" value="06/24/2010 15:00:00"/>				
Supplier Order # <input type="text" value="56984"/>				
DRN Number <input type="text" value="951753"/>				
Invoice Number <input type="text" value="66974"/>				

Requisition

Requisition Number	Total Obligation Amount	Requisition Total	Invoice Received (Port Local Time)
ABA1210175SE00	232,645.00 USD	232,645.00 USD	06/24/2010

Attention AO's- You must disregard the Requisition Total. The Total Obligation Amount is the amount to be entered on your document register. This amount will be billed to your organization by DESC via MILSBILLS Process.

Note: The Total Obligation Amount is calculated using the Quantity

Product

CLIN Product
58275 Commercial M
Dyed? Delivery Me
N

Requisition

Requisition Number	Total Obligation Amount	Invoice Received (Port Local Time)
ABA1210175SE01	0.00 USD	06/24/2010

Product

Product	Quantity	Unit Price	Total Product Cost
Overtime Fee	1.0 Hour	200.000000	200.00

Release

The Merchant agrees that submission of this delivery receipt/invoice and subsequent receipt of payment and failure to return within 30 days fully, finally, and unconditionally releases and discharges the Government from all liability, claims, demands, causes of action, and legal expenses, accrued, known, or unknown, which the Merchant has/might have relating to the Order, including all obligations of the Government to make further payments. Any charges the Merchant wishes to except from this release must be set forth below and will be processed outside SCOMS:

Not applicable

Documents

File Name	File Type	Upload Date	Uploaded By	Status	Document Type	Description
-----------	-----------	-------------	-------------	--------	---------------	-------------

[Website Terms and Conditions](#) [Site Map](#)

If a merchant enters ancillary charges, an automated email will be forwarded to the vessel.



The vessel selects the link in the email to be directed to DoD-SCOMS® to confirm the relevant details.

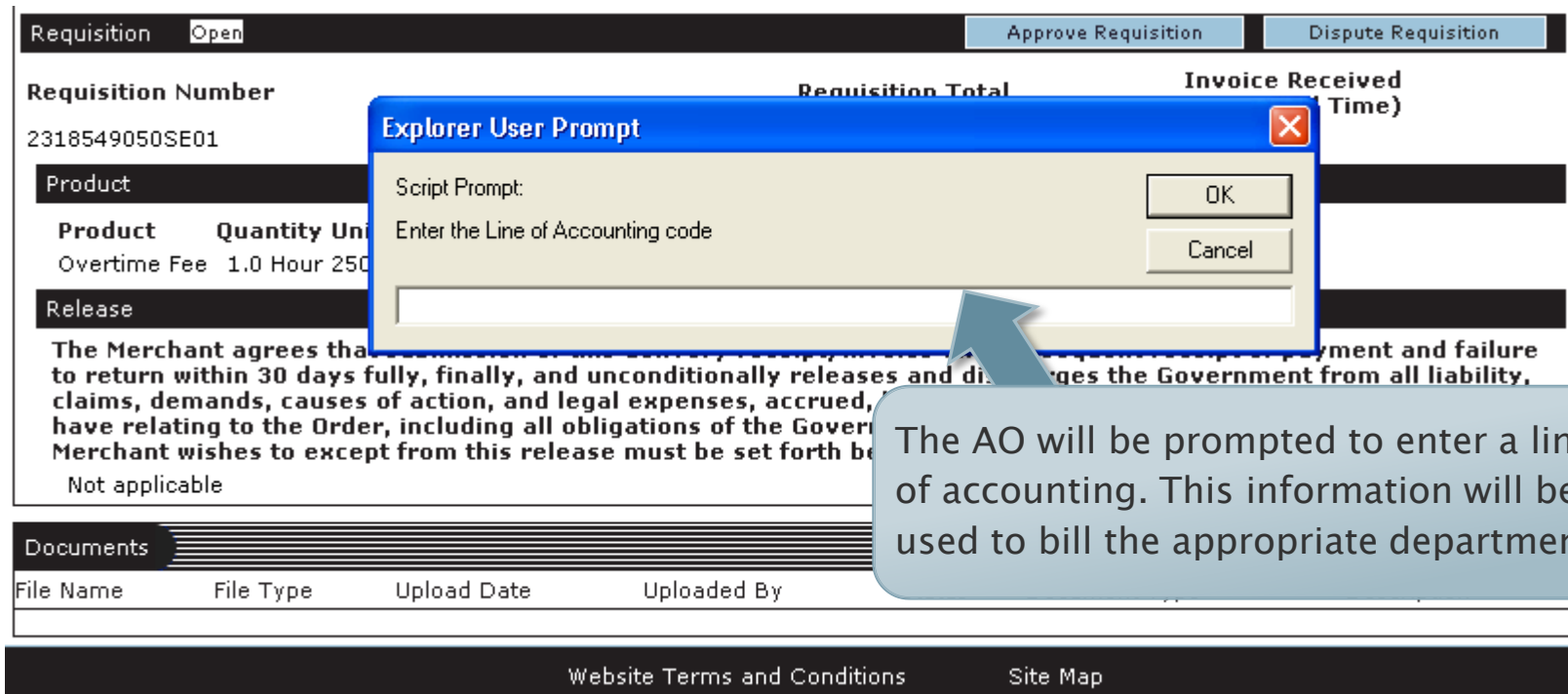


The merchant will provide either any ancillary charges that are an exception to the provision in the box provided for exceptions or click the check box next to not applicable.



One of these two things is required before the ancillary charges can be submitted for approval by the customer.

Approving Ancillary Charges Cont.



The screenshot shows a web application for requisition management. At the top, there are buttons for 'Approve Requisition' and 'Dispute Requisition'. Below these, the 'Requisition Number' is 2318549050SE01. A table lists items with columns for 'Product', 'Quantity', and 'Unit'. One item is 'Overtime Fee' with a quantity of 1.0 and a unit of 'Hour'. Below the table, there is a 'Release' section with a text area for terms and conditions. A blue dialog box titled 'Explorer User Prompt' is overlaid on the screen, containing a 'Script Prompt' that says 'Enter the Line of Accounting code' and a text input field. A blue arrow points from a text box to this input field. At the bottom of the page, there are links for 'Website Terms and Conditions' and 'Site Map'.

Requisition **Open** **Approve Requisition** **Dispute Requisition**

Requisition Number 2318549050SE01 Requisition Total Invoice Received (Time)

Product

Product	Quantity	Unit
Overtime Fee	1.0	Hour

Release

The Merchant agrees that upon receipt of payment and failure to return within 30 days fully, finally, and unconditionally releases and discharges the Government from all liability, claims, demands, causes of action, and legal expenses, accrued, have relating to the Order, including all obligations of the Government. Merchant wishes to except from this release must be set forth below.

Not applicable

Documents

File Name	File Type	Upload Date	Uploaded By
-----------	-----------	-------------	-------------

Website Terms and Conditions Site Map

The AO will be prompted to enter a line of accounting. This information will be used to bill the appropriate department.

If the LOA is unknown, the User should leave the box in the prompt blank to ensure that it is NOT populated on the DD1449/1155.

When LOA is known, add the code to ensure the proper LOA appears on the 1449/1155. Anything that is entered here will appear on the 1449/1155.

Approving Ancillary Charges Cont.

Requisition		Settled		View Customer SF1449		View Merchant SF1449	
Requisition Number	Total Obligation Amount	Requisition Total	Invoice Received (Port Local Time)	AO Pin Date			
2318549050SE00	204,800.00 USD	280,000.00 USD	02/19/2009	02/19/2009			
<p><i>Attention AO's- You must disregard the P Total. The Total Obligation Amount is the amount entered on your document register. It will be billed to your organization by DE MILSBILLS Process.</i></p> <p><i>Note: The Total Obligation Amount is calculated as the Quantity (delivered) * Applicable Standard Price.</i></p>							
Product		View DESC Standard Price					
CLIN Product	Quantity	Unit Price	Total Product Cost				
58275 Commercial Marine Gas Oil (MGO)	80,000 US Gallon	3.500000	280,000.00				
Dyed?	Delivery Method	Temperature	Density	Gross Quantity			
Y	Barge						
Requisition		System Verification in Progress					
Requisition Number	Requisition Total	Invoice Received (Port Local Time)	AO Pin Date				
2318549050SE01	250.00 USD	02/19/2009	02/19/2009				
Product							
Product	Quantity	Unit Price	Total Product Cost				
Overtime Fee	1.0 Hour	250.000000	250.00				

Each approved requisition generates its own DD1155 or SF1449. This means that Ancillary charges will have a separate requisition number.

After the AO has approved the requisition for fuel or ancillary charges they will be able to view the SF1449/DD1155.

NOTE

- Forms are in PDF format and can be saved to your computer or printed directly from DoD-SCOMS® using Adobe Acrobat Reader.

Disputing a Requisition

Physical Supplier Sean's SEA Parent
8650 College Boulevard
Overland Park , Kansas
United States

Order Date (MM/DD/YYYY) 10/18/2007 06:42
Delivery Date (MM/DD/YYYY HH:MI) 10/18/2007 06:42
Order Status Fulfilled - Waiting for Approval

Customer Requisition 18-OCT-2007 -
Supplier Requisition 18-OCT-2007 -
Product
Commercial M

Order Fulfillment

The page at <https://www.beta.seacardsys.com> says:
You are about to dispute this requisition. Are you sure you want to do this?
OK Cancel

If the fulfillment details are not correct, the AO has the ability to dispute the charges by selecting 'Dispute Requisition.'

Select 'OK' in the pop-up to initiate the dispute process.

Delivery Start Time 10/18/2007 07:51:00
Delivery End Time (MM/DD/YYYY HH:MI) 10/18/2007 07:51:00
DRN Number 6789

Requisition Open **Approve Requisition** **Dispute Requisition**

Requisition Number	Total Obligation Amount	Requisition Total	Invoice Received
Z348687291SE00	31,455.00 USD	47,452.50 USD	10/18/2007

Attention AO's- You must disregard the Requisition Total. The Total Obligation Amount is the amount to be entered on your document register. This amount will be billed to your organization by DESC via MILSBILLS Process.

*Note: The Total Obligation Amount is calculated using the Quantity (delivered) * Applicable Standard Price.*

Disputing a Requisition Cont.

Port Name	VALDEZ	Port City	VALDEZ
State	Alaska	Country	United States
Physical Supplier	Sean's SEA Parent 8650 College Boulevard Overland Park , Kansas United States		
Order Date (MM/DD/YYYY)	10/18/2007 06:42	Order Status	Fulfilled - Waiting for Approval
Delivery Date (MM/DD/YYYY HH:MI)	10/18/2007 06:42		
Customer P			
Supplier Re			
18-OCT-200			
Product			
Commercial			
	National Stock Number 9140013137776		
Order Fulfillm			
	Action Comments		
Delivery Start Time (MM/DD/YYYY HH:MI)	10/18/2007 07:51:00	Delivery End Time (MM/DD/YYYY HH:MI)	10/18/2007 07:51:00
Supplier Order #	10015	DRN Number	6789
Inv			
Requisition	Open	Approve Requisition	Dispute Requisition
Requisition Number	Z348687291SE00	Requisition Total	0 USD
		Invoice Received	10/18/2007
<i>Attention AO's- You must disregard the Requisition Total. The Total Obligation Amount is the amount to be entered on your document register. This amount will be billed to your organization by DESC via MILSBILLS Process.</i>			

The page at <https://www.beta.seacardsys.com> says:

Please enter your reasons for disputing the delivery. When you are done, click OK.

OK Cancel

Enter the reason for disputing the requisition and select 'OK' after the dispute reason has been entered.

Disputing a Requisition Cont.

Requisition Disputed			
Thank you. Your dispute has been forwarded to the appropriate parties			
Requisition Number Z348687291SE00	Total Obligation Amount 31,455.00 USD	Requisition Total 47,452.50 USD	Invoice Received 10/18/2007
<i>Attention AO's- You must disregard the Requisition Total. The Total Obligation Amount is the amount to be entered on your document register. This amount will be billed to your organization by DESC via MILSBILLS Process.</i>			
<i>Note: The Total Obligation Amount is calculated using the Quantity (delivered) * Applicable Standard Price.</i>			
Product		View DESC Standard Price	
CLIN Product	Quantity	Unit Price	Total Product Cost
43575 Commercial Marine Gas Oil (MGO)	13,500 US Gallon	3.500000	47,250.00
Dyed?	Delivery Method	Temperature	Density Gross Quantity
Y	Marine Service Station		
Taxes			
Tax	Quantity	Tax Rate Rate Type	Tax Gross
State Excise Tax	13,500 US Gallon	0.015000 Per Unit Rate	202.50
Requisition Open		Approve Requisition Dispute Requisition	
Requisition Number Z348687291SE01		Requisition Total 250.00 USD	Invoice Received 10/18/2007
Product			
Product	Quantity	Unit Price	Total Product Cost
Backhaul	500 Each	0.500000	250.00

An email from DoD-SCOMS® will be sent to the merchant and to all appropriate parties stating the order is in dispute. The merchant can then go into the fulfillment screen to correct any errors that may have occurred.

Resolving Disputes



:: SEA Card® Order System : Open Requisitions Page

Set as Default Screen

Requisition Summary

Days Since Fulfillment Details Entered by Merchant

0-5 Days 6-15 Days 16-30 Days 31+ Days All Open

Disputed

Disputed

This is a detailed view of a disputed transaction.

Requisition Review

Please review outstanding requisitions to ensure prompt pay is achieved.

Order ID	Vessel Name	Port City	Delivery End Date	Invoice Number	Quote Request ID	AO Assigned to vessel	Action Com
6149	Attachments	Vessel 1	NAPLES	02/21/2009	4456669	2759	AO List

Fuel 1 Days Disputed Disputed on 03/02/2009 Resolve Disputed Requisition

Requisition Status Disputed

Requisition Number	Quantity	Total Obligation Amount	Product
12364590506500	555.00 Metric Ton	458,479.95 USD	Commercial Marine Gas Oil (MGO)

The "Resolve Disputed Requisition" button is only available to users who have contract warrant authority. Once selected, a pop-up box will allow the option to resolve the disputed transaction

Ancillary 1 Days Disputed Disputed on 03/02/2009 Resolve Disputed Requisition View Release Language

Requisition Status Disputed

Requisition Number	Quantity	Unit Price	Total Product Cost	Product	Invoice Date
12364590506501	2.0 Hour	150.000000	300.00 USD	Overtime Fee	03/02/2009

Displaying records 1 - 1 of 1

NOTE

- In Open Market, the only user who can resolve a dispute is the contracting officer who placed the order.

Resolving Disputes Cont.

This is the pop-up you will see to resolve a dispute.

System Requisition Review

Untitled Document - Microsoft Internet Explorer

Dispute Resolution

✓ Query Successful

To resolve the dispute for this requisition, please click one of the links below. If you click "Move to Offline Resolution", the requisition will be closed with no further action required. If you select "Dispute Returned to AO", the requisition will be returned to the Approval and the AO will pin the order. If you select "Dispute Returned to Merchant", the requisition will be returned to the Merchant for fulfillment and the Merchant will enter the agreed upon information.

Customer Dispute Comments
overtimes should not be required

Move to Offline Resolution

Dispute Returned to AO

Dispute Returned to Merchant

* User Comments

0 of 4000, 4000 characters remaining

Done

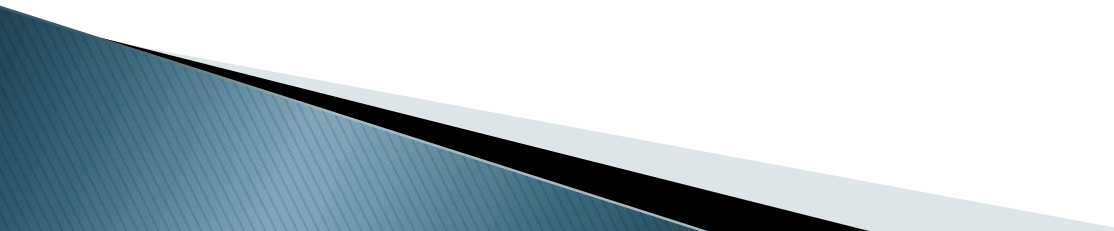
Local intranet

Displaying records 1 - 1 of 1

Disputed transactions can be moved offline for resolution, returned to the AO for approval or returned to the Merchant to allow the merchant to change fulfillment details.

Comments are required to resolve a dispute regardless of the dispute resolution outcome.

Additional Information

- System Access
 - Default Screen
 - Notes
 - Document Upload
 - Action Comments
 - Masking/Unmasking a Vessel
 - Reports
 - Contact Information
- 

Logging In

SEACARD

Contact Us/Feedback

Program Information

+ Terms And Conditions

MS **DESC**



*User Name

*Password

Login

[Forgot Password?](#)

Unauthorized access to this website is unlawful and may result in legal proceedings. Any access to this system may be monitored.

*denotes mandatory field

[Click here to visit the DESC Fuel Card Program Management Office web site](#)

[Click here to access Card Program and Merchant Location information](#)

The website address is www.seacardsys.com

Type in your user name and password then select the 'Login' button.

NOTE

- Passwords are case sensitive and must be entered the way it was originally set up.
- If the log in was successful, proceed to the SEA Card® Order System.

Reset Password

SEACARD

Contact Us/Feedback

Program Information

+ Terms And Conditions

ms **DESC**

Login Failed! If you'd like to reset your password or account status please click the Forgot Password link below or call 1-866-308-5475.



*User Name
*Password

Login

[Forgot Password?](#)

If you forgot your password select the "Forgot Password?" link.

Unauthorized access to this website is unlawful and may result in legal proceedings. Any access to this system may be monitored.

*denotes mandatory field


[Click here to visit the DESC Fuel Card Program Management Office web site](#)

[Click here to access Card Program and Merchant Location information](#)













NOTE

- Repeated unsuccessful login attempts will result in your account being locked. Use "Forgot Password" to regain access to your account.
- If you do not remember your user name, or the answer to your challenge phrase, contact the SEA Card® support team.

Password Reset

 **Air/Sea Card [Beta] Site Access - Message (HTML)**

File Edit View Insert Format Tools Actions Help

 Reply  Reply to All  Forward         

From: Air/Sea Card [Beta] [support-beta@airseacard.com] Sent: Thu 6/28/2007
To: TDK OO
Cc:
Subject: Air/Sea Card [Beta] Site Access

A temporary password has been assigned to your account. You will be required to change your password when you log into the application.

Your temporary password is below.

HAgziZNU

Return to the website to sign in with your user name and temporary password.

The system will prompt you to change your password.

You must type in the temporary password and a new password.

The new password must be entered a second time for verification.

Setting a Default Screen

The screenshot shows the SEACARD application interface. On the left is a navigation menu with links like Home, Account Summary, Utilities, SEA Card@ Order System, Port Search, Customer Quote Search, Customer Order Search, Open Requisitions Page, Contact Us/Feedback, DFSP List, Forms & Documents, Program Information, Terms And Conditions, Customer Tutorial, Merchant Tutorial, Change Password, and Logout. The main content area is titled 'Search Orders' and contains various search criteria fields: Customer Quick Search, Branch of Service, Customer, DESC Order Ref #, Order Status, Contract Number, Merchant Name, Port Name, State / Province, Order Date (MM/DD/YYYY HH:MI), AO Pin Date (MM/DD/YYYY), Requested, DoDAAC, Card, Invoice Number, Order Number, CLIN, City, Country, Transaction Type, Contains Ancillary Charge, and Requisition. In the top right corner, there are two buttons: 'Remove as Default Screen' and 'Set as Default Screen'. A blue callout box with an arrow pointing to the 'Remove as Default Screen' button contains the text: 'You will see a 'Remove as Default Screen' button if the current screen is selected as default.'

Throughout DoD-SCOMS® there are a number of screens/canvases that have a button in the upper right corner labeled “Set as Default Screen”. This button allows you to select that particular screen as the first screen you see when you login to the system.

NOTE

- The default screen can be changed by selecting the subsequent “Remove as Default Screen” button or selecting another screen as the default.

Notes

The screenshot shows a web application interface with a top navigation bar containing 'Notes' and 'Action Comments' buttons. Below this is a section titled 'Order Details' with a red warning message: 'This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.' and buttons for 'Cancel Order' and 'Update Order'.

The main content area is titled 'Send Note/Upload Document for: - Windows Internet Explorer' and 'Send Note/Upload Document for: Contract Order 6626'. It features a 'Select Recipient Group(s)' section with a table of options:

Select	Recipient Group(s)	
<input type="checkbox"/>	Accountable Official	View Recipient(s)
<input type="checkbox"/>	Contracting Officer	View Recipient(s)
<input type="checkbox"/>	Merchant	View Recipient(s)
<input type="checkbox"/>	Ordering Officer	View Recipient(s)
<input type="checkbox"/>	SEA Card Support Team	View Recipient(s)

Below the recipient selection is a text area for the message, labeled '* Message'. To the right of this area, a callout states: 'Select a group of recipients (or more) to send a message to (enter text in the message box).' and 'When the message is entered and the recipients are selected, select the 'Send' button.'

Below the message area is an 'Upload a Document (Optional)' section with fields for 'Document Type' (a dropdown menu), 'File Name' (with a 'Browse...' button), and 'File Description' (with a text area). A callout points to this section, stating: 'You are also able to upload documents to the order. See the Document Upload section.'

At the bottom right of the form are 'Send' and 'Clear Form' buttons. A large callout at the bottom of the slide states: 'Notes are a common tool that allows users to send messages to others. Users have the ability to do so whenever the 'Notes' button is displayed.'

Notes Cont.

Send Note/Upload Document for: - Windows Internet Explorer

✓ An email was send to 3 recipient(s).
✓ Insert Successful

Send Note/Upload Document for: Contract Order 6626

Select Recipient Group(s)

<input type="checkbox"/>	Accountable Official	View Recipient(s)
<input type="checkbox"/>	Contracting Officer	View Recipient(s)
<input type="checkbox"/>	Merchant	View Recipient(s)
<input type="checkbox"/>	Ordering Officer	View Recipient(s)
<input type="checkbox"/>	SEA Card Support Team	View Recipient(s)

* Message

Upload a Document (Optional)

Document Type -- Select One --

File Name Browse...

Send Clear Form

Notes

	Note ID	Sender	Recipient(s)	Date/Time Sent
Reply	1	AB TDK OO	progmgmt@airseacard.com, reginald.courtney@dla.mil	06/24/2010 11:20:37

Reply/Attach Document I need this fuel at exactly 08:00. Makes sure you have enough hose.

First Page Previous Page Displaying records 1 - 1 of 1 Next Page Last Page

When the message has been sent, you will see two messages:

1. Number of recipients the message was sent to
2. "Insert Successful"

Select "Reply" to reply to the message.

Document Upload

Documents						Upload New File
File Name	File Type	Upload Date	Uploaded By	Status	Document Type	Description

The Documents canvas is found on the quote request and order screens. This allows you to upload files to the system that are important to the order or quote request. Select “Upload New File” to get the canvas below.

The screenshot shows a web browser window titled "https://www.beta.seacardsys.com - Untitled Document - Microsoft Internet Explorer". The main content area displays a "Document Upload" form. The form has a header bar with the text "Document Upload". Below the header, there are two required fields: "Document Type" with a dropdown menu showing "-- Select One --" and "File Name" with a text input field and a "Browse..." button. Below these, there is a "File Description" field with a text input and a character count "0 of 4000, 4000 characters remaining". At the bottom right of the form are two buttons: "Upload" and "Clear Form". The browser's status bar at the bottom shows "Done".

Select the Document Type drop-down box to select what to upload.

Select 'Browse...' to search for the file to upload from your computer.

Enter a description for that file in File Description.

Finally, select 'Upload.' The document stays with the request for quote or order it is attached to

Action Comments

Search Orders

Action Comments

seacardsys.com https://www.beta.seacardsys.com/cgi-bin/seacard_oms/oms_action_comments.cgi?OMS_ACTION_COMMENTS.ORDER_ID=5141&OMS_ACTION_COMMENTS.REQUEST_ID=5141

Action Comments

<u>Quote Request ID</u>	<u>Order ID</u>	<u>Original Order ID</u>	<u>Requisition Number</u>	<u>Action Date</u>	<u>User</u>	
5141				02/01/2008 08:38:55	SEA Card Support Team	
5141			N1234573195601	01/02/2008 16:21:56	SEA Card Support Team	
5141			N1234573195601	01/02/2008 16:11:20	SEA Card Support Team	
5141				01/02/2008 16:01:22	SEA Card Support Team	
5141			N1234573195601	01/02/2008 16:01:22	SEA Card Support Team	Accept
5141				01/02/2008 08:37:53	Anthony Orchard	Fulfilled - Waiting for Approval
5141			N1234573195601	01/02/2008 08:37:53	Anthony Orchard	Create
5141				11/19/2007 06:30:47	Alexis Anderson	Updated Customer from 1401 to 1468.

When 'Action Comments' is selected, all of the actions (computer generated) and comments (user entered) added to the order, request for quote and/or quote are displayed.

The "Action Comments" pop-up displays when and what time the action was performed. Examples of these actions are: accepted, fulfilled, created and updated.

Masking a Vessel

Vessel Masking Requirements *(For both Contract & Open Market Fuel lifts)*

First Masking Requirement

Select “Mask My Vessel Name From The Merchant Only.”

This hides the vessel name to the merchant as “To Be Announced.”

DoD–SCOMS® will automatically unmask the vessel name to the merchant 48 hours from the requested delivery date for CONUS Orders and the day of delivery for OCONUS Orders.

Second Masking Requirement

Select your “Generic Card” from the card drop down list, if one has been requested by DESC. This card would not be associated with anything other than the Branch of Service and complete purchases cannot be placed on this card as there is not a specific unit or vessel associated.

This will mask the vessel name to all parties involved with DoD–SCOMS® including the Hierarchy Level 6(HL6) who placed the order. This will allow for complete anonymity from the SEA Card® Merchant, and SEA Card® Support Team.

The HL6 will be required to select the vessel that is lifting fuel since DoD–SCOMS® will not have a vessel associated to the actual order.

HL6 will be notified via email when it’s time to unmask or “assign” a vessel name to the generic order in DoD–SCOMS®. This is required 48 hours from the requested delivery date for CONUS orders and the day of delivery for OCONUS orders.

If the vessel name is not unmasked within this time frame an email escalation process will be initiated in DoD–SCOMS® starting at the HL6 level and working its way to HL1 within 24 hours. This will include EVERYONE in that Branch of Service.

The merchant cannot input fulfillment details until the HL6 has “assigned” a vessel to the transaction. IT IS CRUCIAL THAT THE HL6 ASSIGNS A VESSEL NAME AT THE PROPER TIME WHEN PLACING A GENERIC ORDER.

Unmasking a Vessel Name

ms **DESC** :: SEA Card® Order System

Notes Action Comments

Order Details

This page is for informational purposes only. Unless you need to cancel this order, no action is necessary.

Cancel Order Unmask Non-Generic Card Update Order

Branch of Service

Customer

Card

Mask Vessel

Order ID

Order Date (Port Local Time) (MM/DD/YYYY HH:MI)

Delivery Date (MM/DD/YYYY HH:MI)

Husbanding Service Provider Name

Hull Number

Ordered By



Select the "Unmask Non-Generic Card" to unmask the vessel's name prior to the system's rules regarding CONUS and OCONUS ports. This will start the process of unmasking the vessel's name.



Select OK otherwise DoD-SCOMS® will automatically unmask the vessel name according to rules for CONUS and OCONUS ports.



If you did not mask the name upon placing the order, the name will always appear and there is no "Unmask" function.



If the customer clicks the "Show Customer" button, they will temporarily be able to see the vessel name in the Customer box. This is only seen by the User.

Reports

The screenshot displays the SEACARD web application interface. On the left is a vertical sidebar menu with the following items: Home, Account Summary, Utilities, Report Manager (highlighted), SEA Card® Order System, Contact Us/Feedback, DFSP List, Forms & Documents, Program Information, Terms And Conditions, Customer Tutorial, Merchant Tutorial, Change Password, and Logout. The main content area is titled 'Report Search' and includes a search bar with the placeholder text 'Search Criteria'. Below the search bar are two input fields and two buttons labeled 'Search' and 'Clear Form'. A blue callout box with a left-pointing arrow contains the text: 'SEA Card ® users have access to run reports by selecting Utilities > Report Manager in the main menu.' Below the search bar, there are two panels. The left panel, titled 'Select report group...', shows a list with 'My Reports' and 'Customer' (the latter is selected). The right panel, titled 'Select report...', shows a table of available reports:

Select report...	
SEA Card	Quantity Purchased by Location
SEA Card	Quantity Purchased by Port Report

Each row in the table has icons for PDF, Excel, and a plus sign, along with a help icon.

The Reports available to you will depend on your access level.

Reports Cont.

Report Search

Click Here to Hide Search Canvas

Search Criteria

Project

All Reports

Report Name

Quantity

Report Description

Search

Clear Form

Select report group...

My Reports

Customer

Select report...

SEA Card	Quantity Purchased by Location	   
SEA Card	Quantity Purchased by Port Report	   

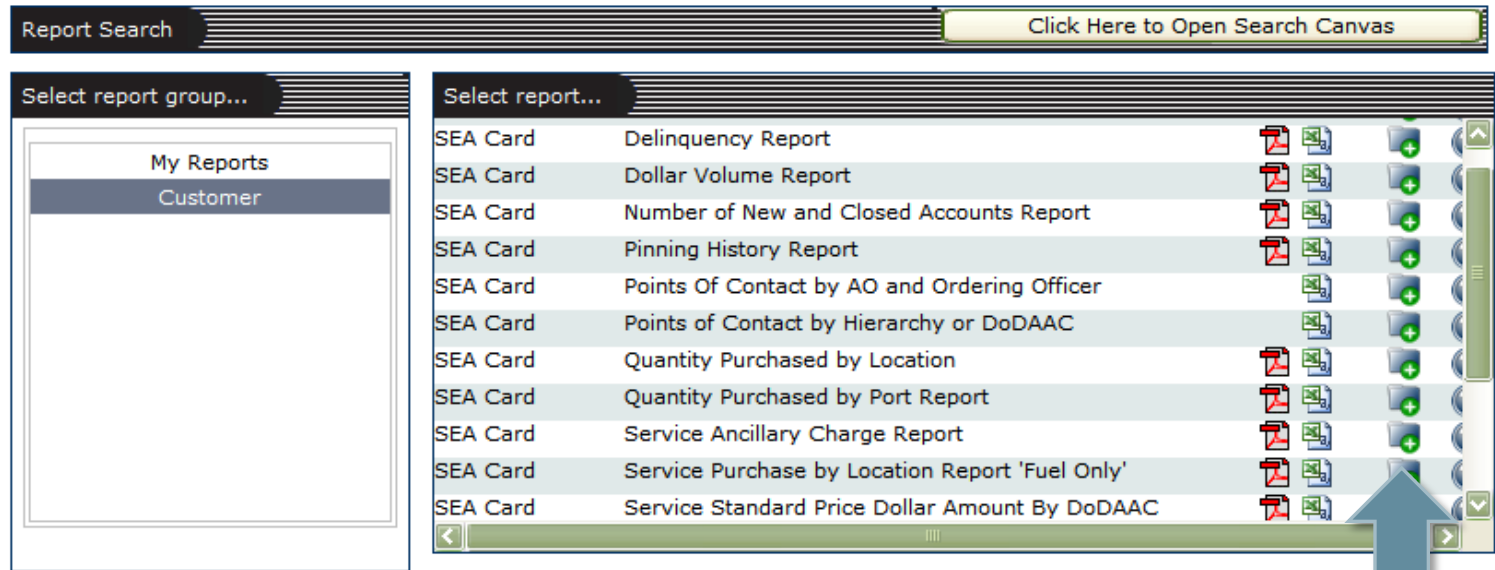
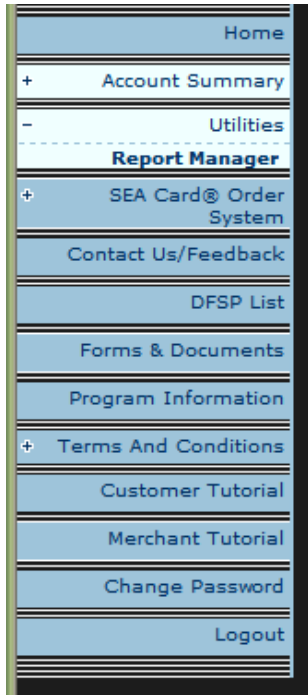
Search for a report by name or report's description.

Another way to search for reports is using 'Select report group.' This will give you a list of reports based on the report's subject.

NOTE

- Type in a keyword of the report title rather than trying to guess the exact report name. This will ensure all possible results are returned.
- Search fields are smart search fields. Searches can be performed with a partial word/name, and are not case sensitive. In the example above "Quantity" returns all reports that contain "Quantity" in the name.

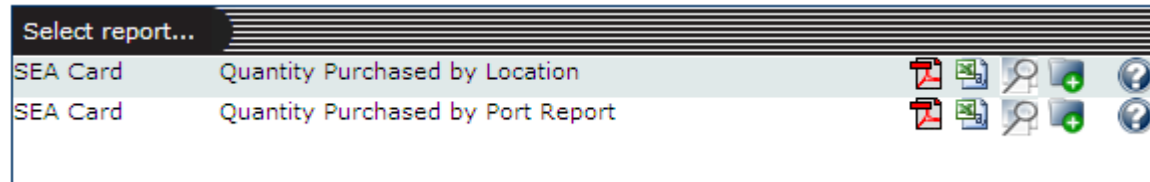
Reports Cont.






If there are more reports than can fit in the canvas there will be a scroll bar to view additional reports listed.

Add a report to "My Reports" by selecting the folder icon. Selected reports will automatically display when you open Report Manager.

Reports Cont.



 PDF Report	Read-only PDF
 CSV Report	Editable spreadsheet format
 View Report	Appears when a report has already been run or for reports that are automatically run daily. This will allow you to easily view past report history.

NOTE









- Not all reports will have each type available due to the size and/or data contained in the report.

Reports Cont.

Select report group...

My Reports
Customer

Select report...

SEA Card	Quantity Purchased by Location	   
SEA Card	Quantity Purchased by Port Report	   

Framework - Windows Internet Explorer

Generate Report

Output Format (pdf) Porta

Report Parameters

Start Date 01/01/2010

End Date 05/01/2010

Date Format MM/DD/YYYY

Submit Clear Form

Done Local intranet 100%

After selecting the report type, report parameters may also be needed. Complete the requested parameters and select 'Submit' to generate the report.

Parameters are used to make the data returned more precise, and to reduce the amount of time used to generate the Report. Some Common parameters are: Start/End Dates, DoDAAC, and Vessel Name.









Reports Cont.

Select report group...


My Reports

Customer

Select report...

SEA Card	Quantity Purchased by Location	   
SEA Card	Quantity Purchased by Port Report	   

Framework - Windows Internet Explorer

 Your report is now ready. Please click the button below to download the report.

Generating Report

Download Report

Execution complete (Success)	07/01/2010 10:20:51
Execution complete	07/01/2010 10:20:52
Rendered page 1 of 1	07/01/2010 10:20:51
Found 1 pages	07/01/2010 10:20:51
Counting pages	07/01/2010 10:20:51

When report generation is complete, you will be prompted to select the "Download Report" button.

Done

Local intranet

100%

Port Search – No Merchants

The screenshot displays the 'Port Search' interface. At the top left is the 'ms DESC' logo. At the top right is a button labeled 'Set as Default Screen'. Below the logo, there are labels for 'Port Se', 'State', and 'Contract'. To the right of these labels are input fields: 'City' (text box), 'Country' (dropdown menu with '-- Select One --'), 'Fuel Type' (dropdown menu with '-- Select One --'), and 'CLIN' (text box). Below these fields are 'Search' and 'Clear Form' buttons. A blue callout box with a downward arrow points to the search results section. The search results are divided into two sections: 'Contract Location Search Results' and 'Open Market Location Search Results'. The 'Contract Location Search Results' section displays the message: 'No DESC SEA Card Contract Merchants Found at this Port.' The 'Open Market Location Search Results' section displays the message: 'No SEA Card Open Market merchants found at this port if DESC SEA Card Contract(s) does not meet your requirements then you must award a paper contract in accordance with your specific Service's policies.' Below this message is a link: 'Click here for help if you would like the SEA Card Support Team to provide coverage at this location in the future.' A blue callout box with an upward arrow points to this link.

ms DESC

Set as Default Screen

Port Se

State

Contract

City

Country -- Select One --

Fuel Type -- Select One --

CLIN

Search Clear Form

Contract Location Search Results

No DESC SEA Card Contract Merchants Found at this Port.

Open Market Location Search Results

No SEA Card Open Market merchants found at this port if DESC SEA Card Contract(s) does not meet your requirements then you must award a paper contract in accordance with your specific Service's policies.

[Click here for help if you would like the SEA Card Support Team to provide coverage at this location in the future.](#)

Select "Click here for help" to send an email to the support team for help in securing fuel at that location in the future. At this time, the customer must award a paper contract in accordance with the specific Branch of Service requirements.

Port Search – No Merchants Cont.

Contract Location Search Results

No DESC SEA Card Contract Merchants Found at this Port.

Open Market Location Search Results

No SEA Card Open Market merchants found at this port if DESC SEA Card Contract(s) does not meet your requirements then you must award a paper contract in accordance with your specific Service's policies.

[Click here for help](#) if you would like the SEA Card Support Team to provide coverage at this location in the future.

https://www.beta.seacardsys.com - Port Search - Microsoft Internet Explorer

So that SEACARD Order Management can better serve your needs in the future, please complete the following information to request future coverage at this port.

* Port Name	<input type="text"/>	* Port City	<input type="text"/>
State/Province	-- Select One --	* Country	-- Select One --
* Fuel Type	-- Select One --	* Delivery Method	-- Select One --

Enter information into the required fields and select the 'Submit Request' icon.

Done Internet

Requests are sent to the SEA Card® Support Team to allow them to assist with procuring fuel at that site in the future.

Contact Information

US Toll Free – +1 866-308-5475

International – +1 913-451-2400

customer-support@seacardsys.com

merchant-support@seacardsys.com

